



POSITION DESCRIPTION

Position:	Picking Supervisor
Department:	Production
Reports to:	Senior Picking Supervisor
Direct Reports:	Picking Leading Hand; Pickers
<p style="text-align: center;">Our Vision:</p> <p style="text-align: center;"><i>"To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability"</i></p> <p>We value:</p> <p>Teamwork: We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
Position Purpose:	
The Picking Supervisor is responsible for managing all resources to ensure the implementation of the picking strategies are undertaken in order to achieve budgeted production levels.	
Key Result Area:	Specific Tasks:
People Management	<ul style="list-style-type: none"> • Management of team including recruitment; orienting and training of all employees • Manage workloads through supervision and delegation • Manage rosters • Performance management of direct reports ensuring quality and achievement of KPIs • Responsible for employee engagement and development
Picking Operations	<ul style="list-style-type: none"> • Ensure picking tasks are completed within target times by undertaking picking when required • Liaise with Senior Picking Supervisor regarding the picking strategy for the following week • Organise the setup and start-up of all picking including trolleys, equipment and all resources required • Manage extra labour requirements when picking poor quality fruit and/or any other additional production tasks • Assist in forklift work as required • Carry out cleaning work as required • Liaise with Senior Picking Supervisor to ensure that appropriate staffing levels are available to meet the weekly picking tasks • Check picking forecast and plan picking accordingly • Follow picking weekly/daily schedule and complete all tasks required

Position Number: PD015

Revision Date: 21/02/2017

Position Name: Picking Supervisor

Reviewed by: J.Madden



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	<ul style="list-style-type: none"> • Provide support to other Picking Supervisors and staff
Administration	<ul style="list-style-type: none"> • Organise and print out all picking work orders
Quality & Continuous Improvement	<ul style="list-style-type: none"> • Ensure all personnel are adhering to company policies and procedures • Report all fruit issues to Senior Picking Supervisor • Report all faulty equipment and infrastructure to the maintenance department through maintenance requests • Minimise spread of disease through adherence to all hygiene protocols • Ensure all equipment is maintained and stored appropriately • Ensure greenhouse pathways are kept free of rubbish and trip hazards
Health & Safety	<ul style="list-style-type: none"> • Report near misses and potential hazards • Report all incidents involving injury to Senior Picking Manager • Supervise high risk duties • Be an advocate for OH and S compliance • Manage the health and wellbeing of team members
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • Previous team management experience • Training and Coaching experience • Proficient use of the Microsoft Office suite
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> • Forklift licence
Personal Attributes:	<ul style="list-style-type: none"> • Results orientation • Diversity awareness • Sound judgement • Planning & organisational skills • Able to follow procedures & instructions • Ability to work as part of a team • Quality orientation • Safety orientation
Physical Specification:	
Physical Demands of role:	<ul style="list-style-type: none"> • Tropical environment – Temperature 23 to 30 degrees and Humidity 60 to 76% • Constant standing and walking • Occasional sitting while performing computer tasks • Direct glare • Working at heights up to 4m • Frequent and repetitive bending, squatting, neck movement, gripping action, climbing, pushing/pulling • Frequent lifting of various weights and volumes • Occasional reaching above shoulder

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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